



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD	<b>RELEASE DATE:</b>	Wednesday, February 10, 2010
<b>POSITION TITLE:</b>	Deputy Executive Officer-Administration Division	<b>FINAL FILING DATE:</b>	Wednesday, February 24, 2010 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	02102010_1

### POSITION DESCRIPTION

Under the general direction of the Executive Officer and the Chief Deputy Executive Officer of the Victim Compensation and Government Claims Board (Board), the Deputy Executive Officer (DEO), Administration Division, is responsible for the overall policy development and management of the Board's administrative operations which interface and impact the general function and efficiency of all Board operations. The incumbent in this position plans, organizes and directs the functions of fiscal and business services, human resources and information technology.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of

experience, the following factors will provide the basis for competitively evaluating each candidate. Each candidate's Statement of Qualifications must be responses to these Desirable Qualifications in order as listed below:

- \*Experience at the managerial level with information technology, personnel and fiscal management, policies and practices within California state government.
- \*Varied administrative responsibility for the development, execution, and evaluation of programs, policies, staff development and team building.
- \*The ability to interact and communicate effectively with high-level management representatives of federal, state, other governmental agencies and other entities.
- \*Well-developed oral, written, and interpersonal skills.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer-Administration Division**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications", and may also serve as a documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications shall be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process with only the most qualified candidates if it is determined necessary in order to make a selection.

All applicants will be notified of the results.

## FILING INSTRUCTIONS

Please submit the following:

- A standard State Application (Form 678), and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor or you will be given a disqualifying score. The Statement of Qualifications should not exceed two pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be given a disqualifying score.

**Interested applicants must submit:**

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, Human Resources Section,  
Attn: Robin Jones  
P.O. Box 48, Sacramento, CA 95812-0048  
Robin Jones | 491-3808 | robin.jones@vcgcb.ca.gov

**ADDITIONAL INFORMATION**

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE.  
APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>